

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATOR
EM-08 / Oahu

Annual Salary Range: \$89,820 to \$124,596

Opening Date: November 25, 2015

Closing Date: December 9, 2015

An Equal Opportunity Employer

RECRUITMENT INFORMATION

Recruitment Number 16-033; In person interview may be required. Hiring rate will be based on qualifications, availability of funds, and other relevant factors

DUTIES SUMMARY

Administers the State Occupational Safety and Health program. Responsible for the overall planning, organizing, directing and coordinating of the statewide program of occupational safety and health, including pertinent standards development and maintenance, enforcement, education and information, and public service activities.

- [Click here to view CLASS SPECIFICATION](#)

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

- [Click here to view MINIMUM QUALIFICATION SPECIFICATIONS and relevant substitutions](#)

Summary of [MINIMUM QUALIFICATION SPECIFICATIONS](#)

EDUCATION

Graduation from an accredited four (4) year college or university with a bachelor's degree, or by substitution of experience on a year-for-year basis as defined in the minimum qualification specification.

EXPERIENCE

Option A:

2 years General Experience
3 years Supervisory Experience
2 years Managerial Experience
Administrative Aptitude

Option B:

4 years Specialized Experience
3 years Supervisory and/or Staff Advisory Experience
Administrative Aptitude

The Class Specification and Minimum Qualification Specifications can also be obtained from the Department of Human Resources Development website at:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

STATE OF HAWAII BENEFITS PROGRAM

- [Click here to review EMPLOYEE BENEFITS](#)

Click for [DLIR Civil Service APPLICATION \(Form HRD 315\) and Supplemental Questions](#)

or visit the DLIR Website at <http://labor.hawaii.gov/jobs/>

or visit the Department of Labor and Industrial Relations, Personnel Office
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm
Closed on State Observed Holidays

Submit completed APPLICATION and SUPPLEMENTAL QUESTIONS to:
Department of Labor and Industrial Relations, Personnel Office
830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.